

To: Bielenberg, Ben[Bielenberg.Ben@epa.gov]
From: Portillos, Christine
Sent: Mon 8/10/2015 3:08:56 AM
Subject: Leaving Tomorrow

Hey Ben,

I'm sure you will have tons of emails to look through and yes I'm traveling....anyway so you know I've emailed the team and updated each with specifics on assignments and any information they would need in case they have people traveling to Durango. I have kept both Lynn and Stephanie aware of the situation and asked that they stay accessible to ensure I can receive their help if needed.

Second, I asked Joe to go into my office and get the folder behind my desk (**not in the file cabinet**) in the files behind my desk in a brown folder that says JP Morgan. I will need that in case I need to increase the limit for travelers. Give it to Phillip or scan the page with the number and my code either works.

Call me if you have questions.

Thank you

Christine Portillos

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